

Knox Public Health

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September 23, 2020

The Board of Health of the Knox County Health District held a regular meeting in the agency conference room with a digital platform option through Zoom. The following were in attendance:

<u>BOARD MEMBERS</u>	<u>STAFF</u>
Jeff Harmer, Pro-Tem	Julie Miller, Health Commissioner
Lee Rhoades	Joyce Frazee, Human Resource Director
Amanda Rogers, DVM	Zach Green, Deputy Health Commissioner
Barry George, MD	Lane Belangia, Community Health Center CEO
Diane Goodrich	Pam Palm, Planning Education & Promotion Director
Joe Porter	Nate Overholt, Environmental Health Director
	Cyndie Miller, WIC Director
	Lisa Dudgeon, DON
	Bailie Miller, HR Generalist
<u>ABSENT</u>	<u>GUESTS</u>
Eric Siekkinen, RPh, President	Hannah Devold, Mount Vernon News
Barb Brenneman	Grant Pepper, Knox Pages
Katie Hunter, Fiscal Coordinator	Amy Doup, Nursing Student

1. Convention

1.1. Call to Order

Jeff Harmer called the meeting to order at 6:30 p.m.

1.2. Acceptance of Agenda

Amanda Rogers, DVM made a motion to accept the agenda. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

1.3. Approval of the minutes for September 23, 2020 Board of Health meeting.

The minutes of the regular meeting held, September 23, 2020 were reviewed and accepted. Barry George, MD, made a motion to approve the minutes. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

Joe Porter made a motion the accounts payable be approved and payment authorized with the itemized list becoming by reference a part of the minutes. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

FUND	AMOUNT
801 - General Fund	26,640.36
805 - Swimming Pool Fund	160.00
806 - Food Service Fund	632.00
807 - Private Water Fund	1,910.63
808 - WIC Grant	821.20
809 - Sewage Program Fund	1,580.15
811 - Creating Healthy Communities Grant	4,029.52
812 - Public Hlth Emergency Preparedness Grant	127.85
814 - Community Health Center Grant	95,628.38
819 - Solid Waste	155.06
830 - Drug Free Communities	750.78
Total	\$132,435.93
THEN & NOW	
801 - General Fund	3,195.75
806 - Food Service Fund	166.00
807 - Private Water Fund	990.63
814 - Community Health Center Grant	10,485.68
830 - Drug Free Communities	555.00
Total	\$15,393.06

1.5. Public Participation - None

2. Hearing/Reading/Regulations

2.1. Approval of household sewage treatment system variance to Eli A. Troyer at 17956 Turkey Ridge Road, Danville, OH 43014, Jefferson Township, Parcel # 37-00053.009 to allow installation of a new household sewage treatment system where the new distribution line exiting the home goes under the driveway and will be unable to meet the 10 ft. isolation distance from a driveway/roadway outlined in Ohio Administrative Code 3701-29-06.

Amanda Rogers, DVM, made a motion to approve household sewage treatment system variance to Eli A. Troyer at 17956 Turkey Ridge Road, Danville, OH 43014, Jefferson Township, Parcel # 37-00053.009 to allow installation of a new household sewage treatment system where the new distribution line exiting the home goes under the driveway and will be unable to meet the 10 ft. isolation distance from a driveway/roadway outlined in Ohio Administrative Code 3701-29-06. Joe Porter seconded the motion: in the negative; none. On roll call the following voted in the affirmative: Jeff Harmer, Lee Rhoades, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, Joe Porter: in the negative; none. The motion was approved.

3. Special Reports

3.1 Board Report - None

3.2. Leadership Report

DEPUTY HEALTH COMMISSIONER REPORT – Zach Green

Accreditation

This month, the new agency performance metrics were completed in their entirety and uploaded into our Clear Impact software. The finalized metrics will be shared with the BOH PM Committee for additional feedback before they are rolled out to the staff. Unfortunately, we were unable to test our new staff training on Accreditation, PM, and QI mentioned last month due to scheduling issues. A new date is being scheduled and the training is still on track to be ready for staff by the end of this calendar year. Lastly, the Knox Health Planning Partnership is in the process of reviewing proposals for our Community Health Assessment and Improvement Plan from the Hospital Council of Northwest Ohio and OSU's Center for Public Health Practice. The project will need to start this fall to remain on track with our 3-year cycle. KHPP will hold a special meeting later this month in effort to identify the desired vendor. Julie and Carmen are both looking at any changes in requirements from either the state or PHAB due to COVID.

Facility/Maintenance

Modern Office Methods will begin installing the new printers, copiers, fax, & scanner equipment prior to October 1st. ComDOC was advised via certified mail that KPH does not wish to renew the contract. One A/C unit needed to be completely replaced and a second needed a new fan motor. These units are nearly 20 years old and this type of behavior will be ongoing. The skylights and upstairs windows have been leaking due to the recent storms. The maintenance crew addressed the issue temporarily, but a new roof will be likely in 2021.

Fiscal

The State Audit is still pending completion at this time. Once the Audit is completed we plan to schedule an exit interview. The Leadership team has submitted their annual budget request for 2021, the fiscal staff will work with the finance committee in the coming months to finalize permanent appropriations before the end of December. The goal is to be running on permanent appropriations starting January 2021. Lastly, updated procedures for access to the agency safe is underway along with reworking the bank reconciliation process to better streamline credit card transactions with month end reports.

Public Health Emergency Preparedness (PHEP)

The Emergency Preparedness Coordinator (EPC) continues to serve as the County Logistics Manager for the EOC. The EPC has been actively planning for drive thru flu clinics. Several PHEP Deliverables have been submitted including; The After-Action Improvement plan, Continuity of Operation Workbook and Communication Drill have all been expensed. Additionally, three other deliverables have been submitted and are awaiting approval. These deliverables include; Mass Prophylaxis Survey, Community Survey and attendance for the regional training workshop. There have also been numerous calls and meetings taking place that are focused on COVID-19 with many areas of conversation. Flu clinics have been the

primary topic of discussion in regards to mass vaccination. Therefore, a drive thru & closed points of distribution site at Mount Vernon Fire has been identified.

Fiscal Coordinator Report – Katie Hunter

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS August 31, 2020									
	August Revenue			August Expense			August Cash Balance		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
District Health Fund									
801 - District Health Fund*	610,749.05	50,068.06	141,736.88	144,818.16	141,188.13	141,540.81	2,128,461.97	1,030,690.91	1,100,023.87
Environmental Health Restricted Funds									
805 - Swimming Pool Fund	0.00	0.00	96.81	513.22	2,723.41	925.76	2,844.33	2,404.18	7,128.41
806 - Food Service Fund	873.00	1,400.00	2,814.21	9,514.08	18,926.57	16,792.73	49,256.80	20,837.23	39,926.62
807 - Private Water Fund	7,153.00	5,484.21	5,485.44	5,883.99	7,710.36	9,181.47	7,568.01	3,690.35	3,373.98
809 - Sewage Program Fund	11,056.00	10,485.00	13,111.00	8,801.59	13,194.62	12,135.44	16,071.79	11,109.85	28,454.06
810 - RV Park Camp Fund	0.00	1,000.00	53.06	453.41	1,240.72	1,521.61	6,294.45	983.41	3,556.92
Subtotal	19,082.00	18,369.21	21,560.52	25,166.29	43,795.68	40,557.01	82,035.38	39,025.02	82,439.99
Special Revenue Funds									
803 - Home Health Fund	0.00	0.00	40,632.70	0.00	43,106.34	50,727.47	0.00	811,342.64	792,738.65
819 - Solid Waste Fund	0.00	0.00	475.22	1,298.39	2,435.21	3,911.93	13,461.34	13,290.32	14,138.12
Subtotal	0.00	0.00	41,107.92	1,298.39	45,541.75	54,639.40	13,461.34	824,632.96	806,876.77
Grant Funds									
808 - WIC Grant Fund FY Oct 1 - Sept 31	30,596.17	22,846.62	28,378.44	21,962.31	31,704.74	32,579.64	43,197.08	1,877.31	3,419.35
811 - Creating Healthy Com Grant FY Jan 1 - Dec 31	9,445.98	18,207.34	32,606.27	10,642.94	9,680.49	8,313.92	26,035.82	35,606.17	31,473.65
812 - PHEP Grant Fund FY July 1 - June 30	8,301.90	0.00	2,155.67	4,693.71	7,312.62	8,078.36	21,226.45	16,929.39	6,892.82
813 - NCH\ND? Grant Fund FY Oct 1 - Sept 30	50.00	6,601.16	8,327.51	2,329.76	12,405.65	6,928.88	56,077.97	49,658.70	37,545.82
814 - Community Health Center Grant FY April 1 - Mar 31	310,907.40	168,876.42	237,150.38	227,185.28	236,161.27	219,278.13	166,887.57	2,025.56	55,221.68
830 - Drug Free Communities FY Oct 1 - Sept 30	0.00	14,700.45	18,491.19	7,350.82	15,010.33	18,016.68	18,585.19	4,123.38	483.30
Subtotal	359,301.45	231,231.99	327,109.46	274,164.82	312,275.10	293,195.61	332,010.08	110,220.51	135,036.62
TOTAL ALL FUNDS	989,132.50	299,669.26	531,514.78	445,447.66	542,800.66	529,932.83	2,555,968.77	2,004,569.40	2,124,377.25

*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC Grant, United Way Grants.

HUMAN RESOURCES – Joyce Frazee, HR Director

As the Human Resource Director, I am a member of the Knox County Area Development Foundation WorkDev, a group of economic developers, educators, employers, and nonprofit service providers. The focus of WorkDev is to identify the requirements and availability of jobs in Knox County as well as the needs of the workforce. The August meeting, conducted via Zoom, focused on Living Wage, the minimum income necessary to afford basic necessities such as food and shelter in any given location. This differs from the federally mandated minimum wage in that it adjusts to compensate for inflation, location, standard health care, transportation and basic insurance costs. The federally mandated minimum wage is \$7.25/hour, Ohio minimum wage is \$8.70/hour for non-tipped employees and tipped employees minimum wage is \$4.35/hour.

According to livingwage.mit.edu the living wage tool provides information for individuals, and households with one or two working adults and zero to three children. In the case with two working adults, all values are per working adult, single or in a family. The table below represents the living wage for Knox County.

1 ADULT				2 ADULTS (1 WORKING)				2 ADULTS (BOTH WORKING)			
0 CHILDREN	1 CHILD	2 CHILDREN	3 CHILDREN	0 CHILDREN	1 CHILD	2 CHILDREN	3 CHILDREN	0 CHILDREN	1 CHILD	2 CHILDREN	3 CHILDREN
\$10.76	\$22.60	\$27.24	\$33.48	\$17.27	\$21.17	\$23.67	\$26.55	\$8.63	\$12.61	\$14.92	\$17.43

I found this information interesting and wanted to share it with you to give you a perspective of how KPH's salary scale compares to the federal and state guidelines. Our entry level starting salary for an administrative assistant position with little or no experience or formal education is \$12.00-\$13.25/hour, which is higher than the minimum living wage. The average hourly rate among all staff is \$24.44. The majority of our staff earn above the minimum living wage.

This month you will be asked to accept April Brady's resignation as the administrative assistant in the WIC division and approve to hire Susan Musgrave, LPN to fill an open position in the Community Health Center. There are now two administrative assistant positions to fill and the search for a CMA in the Danville office continues. Job openings are posted to the agency website, social media sites, Ohio Means Jobs, and the Mount Vernon News.

During the August board meeting two questions came up when you were asked to approve the Work/Life Solutions contract. 1) How much have we spent in the past to pay for this service and 2) How do they know the person contacting them is currently employed by the agency. From 2015-2017 the agency paid a total of \$374.00. There were no expenses in 2018 and in 2019 we were not in contract with Work/Life Solutions. A current list of employees will be emailed to the licensed social worker assigned to our agency and when employees leave or come onboard the social worker will be emailed this information. She will confirm they are on the list of employees with our agency.

During the finance committee meeting held September 9, the longevity policy was discussed. Jeff Harmer represented the board, staff included Zach Green, Katie Hunter and Joyce Frazee. The consensus was to not move any further with this policy.

Information Technology

Microsoft Office 2019 upgrade was completed on September 1. We are getting quotes on sound equipment for the conference room. We have received two, waiting on third. A huge thank you to Joyce Frazee and Bailie Miller who assisted in getting the IT office cleaned out, in preparation for Julie's move into this space.

Vital Statistics

New application form is working well. Seems to be less confusing to customers. We are very close to having online ordering and credit card payment for birth and death certificates. Actual certificate will still be mailed, but payment will be over the web. The plan is to pilot this with birth and death certificates, and if it works, we may include other areas such as EH permits in the online process.

ENVIRONMENTAL HEALTH – Nate Overholt, R.S., Director

A Household Sewage Treatment System (HSTS) variance was provided by Eli A. Troyer at 17956 Turkey Ridge Road, Danville OH, Jefferson Township, Parcel # 37-00053.009 in order to install a new HSTS. The distribution pipe from the home will be required to go under the driveway to the new septic tank. Since the distribution pipe will be located under the driveway, the isolation distances in Ohio Administrative Code 3701-29-06, cannot be met and a variance is required.

HSTS and Private Water System (PWS) permits continue to remain steady. For the month of August, 19 (15 new, 4 alterations) PWS permits were processed along with 14 (10 new, 1 replacement and 3 alteration) HSTS permits were processed.

August continued to be a busy month in the rabies surveillance program. Knox Public Health submitted 13 bats to the Ohio Department of Health for rabies testing due to known or possible human or pet exposure. All 13 came back negative. From January 1, 2020 to August 31, 2020, 30 bats have been submitted, with 3 coming back positive for the rabies virus.

Environmental Health staff continue to remain busy in everyday activities, along with follow-up investigations of Covid-19 business complaints, along with assisting in contact tracing when needed.

PLANNING EDUCATION & PROMOTION – Pam Palm, Director

Social media has quieted down a bit in reference to engagement from community members - which we interpret as a good thing. We are sharing more public health and programmatic messages, while still continuing to keep the community updated with COVID-19. The top three posts in August were: (1) When our confirmed cases hit 191 and number of deaths increased by 7; (2) When we removed probable cases from our reporting graphic and promoting the Saturday testing clinic; (3) When we hit 172 cases, as this was an increase of 18 cases over the weekend.

As COVID-19 activity has leveled off, we have seen an average decrease of 27 percent in the number of users accessing our website. August statistics from Google Analytics show 10,924 users, 33,889 sessions and 54,157 page views. The top five pages visited in August were: (1) COVID-19 (34,053); (2) Main (13,270); (3) KCCHC (724); (4) Board of Health (530); and (5) Human Resources, job postings (448)

Both Alayna Mowry and Elisa Frazee have been working with the Public Health Outreach staff to conduct contact tracing with close contacts with positive cases. Additionally, Alayna has created a more efficient data collection process for our COVID-19 information by creating spreadsheets that automatically update and streamline data collection data collection process.

In recognition of September as National Recovery Month, KSAAT has been posting photos of community members who have committed to supporting recovery in Knox County. The campaign is using the hashtags: #recoveryispossible #nationalrecoverymonth #recoveryrocks.

The Drug Enforcement Agency (DEA) has announced there will be a Fall Drug Take Back Day. (The spring event was cancelled due to the pandemic.) The fall event is scheduled for Sat., Oct. 24 from 10 am 2 pm. KSAAT will be hosting collection sites in Mount Vernon (2), Fredericktown, Danville and Centerburg. Volunteers are welcome to help at the collection sites.

To follow-up from last month's report, MVNU students completed 74 walking assessments as part of the clinical portion of a class on Population Health and in collaboration with the Creating Health Communities grant. The students traveled to several areas of the county recording the availability and condition of sidewalks, bike lanes and other Complete Street components.

The Fredericktown Local Schools Outdoor Learning Lab is up and running. Students in grades K-12 are spending computer lab time outside to comply with guidelines for the pandemic. As part of the Creating Health Communities grant, fall vegetables were planted along with a 3-tiered sensory garden for the students to maintain and harvest. Donations from the following businesses helped make this project possible: TD Landscape, Tim's Trucking, Olen Corporation, and CSI Insurance LLC.

The Knox County Local Food Council is participating in the *Great Apple Crunch* in recognition of Farm to School month in October. The KPH Wellness Team will be hosting an activity to get the agency involved in the event.

We received a notice of award for the Safe Communities grant which totals \$35,000; and we were notified that we did not receive funding for the Maternal Child Health grant (\$66,000). However, we have talked with the MCH grant coordinator who indicated that we were denied funding due to a technicality and encouraged us to write a letter correcting the situation and requesting funding which is still availability.

In August, we enrolled six new clients in the tobacco cessation program which is the largest enrollment since the pandemic shut-down in March. We have begun weekly, evening sessions in September, but have not had anyone attend. and may consider cancellation of the evening sessions.

PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing

No written report.

WIC, Cyndie Miller, R.D., L.D. WIC Director

Caseload was 764 participants for August (a decrease of 18) impacted by COVID19 pandemic. Referrals included “1” to the Mommy & Me Smoking Cessation program and “4” to the CHC (1 Adults, 0 infants, and 3 child).

34 of the 248 infants (13.7 %) currently receiving WIC benefits are certified with a risk code designated as “born early” (includes infants born less than 39 weeks gestation). 1 of 77 prenatal participants is 17 years old or less (1.3%).

“Curbside services” continued as our method of service for our WIC participants during the month of August and will continue through the end of the September unless waivers are extended beyond 9/30/20. Our breastfeeding peer helper continued working from home on Tuesdays and Thursdays, providing breastfeeding support by telephone and private Facebook messages. Social distancing and masks continued for WIC staff when working outside of their immediate office area.

The following waivers are approved through September which allowed “curbside service” to continue throughout the month of August:

Waiver of Physical Presence, Waiver of Bloodwork/Anthropometric requirements; Waiver for food flexibilities for milk, eggs, and bread (due to shortages reported in the stores for certain WIC authorized foods); Waiver to postpone proof of residency, proof of income, identity, etc.; Waiver of the in-person nutrition assessment requirement; Waiver of participant signature requirement of consent of rights and responsibilities and allow for WIC staff to sign on participant’s behalf to attest these rights and responsibilities were provided verbally; Waiver on minimum stocking requirement for contracts with Vendors beginning July 1, 2020; Waiver of separation of duties requirements (allowing one WIC staff to determine eligibility for all certification criteria and issue WNC benefits for the same participant). Further extension of waivers is under discussion.

WIC staff continued issuance of WIC Farmers' Market coupons on Saturdays, throughout the month of August. Apprehension over Covid-19 and use of SNAP benefits at the farmers' market have affected the number of coupons issued thus far for this season. State WIC has been notified.

Breastfeeding Awareness Month (BAM) activities have been diminished from previous years because of Covid-19 limitations. Goody bags were distributed to our WIC breastfeeding and prenatal moms including items provided by State WIC, SNAP Ed Program, and PEP promotions. Moms have really appreciated this thoughtful gesture of support. Reference tools are also being distributed to designated health providers serving our area breastfeeding moms and children.

State WIC has gathered a committee to provide guidance on the re-opening of local WIC clinics, when waivers expire. More information is yet to be received. We are moving forward with local plans, however, to provide necessary PPE and purchase of "sneeze guards" for the HP and Peer desks.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

We will be bringing as many of you on-site as our conference room will allow for this month's Community Health Center Co-Applicant board meeting. Those who prefer to call in or "zoom-in" virtually can as well. The Board of Health has been meeting on-site without any problems for the last few months and though we are a larger group I believe it would be nice to have some in person dialog. There is much lost in virtual communications and there are have many exciting developments to discuss.

Grant: The fiscal report for the month indicate the grant funds are below the percentage of expenditure of the grant year to date, the center is managing the grant dollars within the budget range for the year. The largest of the Covid fund is being used once a month to cover Covid expenses and response while the main grant is also being used once a month for general operating expenses.

Fiscal: Revenue has increased this month to \$156799.00 the highest revenue to date for the center during the Covid pandemic, the center is on track and increasing revenue each month moving closer to the budgeted monthly revenue of approximately \$179,000. The Covid funds and the main grant fund continues to be expended at a planned and budgeted rate to allow it be used for the remainder of the grant year ending on March 31st 2021. In addition to the revenue from fees this month the center also receives the annual quality award of just over \$12,000 from HRSA for the quality achievements tied to the 2019 UDS report. This is a lower amount compared to prior years which is related to the reduced overall number of visits performed in the center for 2019, (the dental division was reduced to only hygiene for five months in 2019 which lowered our overall visit count for the year). This month the fees; (or revenue for the center), out-weighed the percentage of budgeted fees for the month. Fees should account for 69% of total revenue and for August the fees were 75% of the total revenue. This is due to increased services the Center provides and conservation of the grant dollars for the year.

Billing: AR dropped to a 11-month low to an average of 64 days, billing and collections are being processed within an acceptable timeline. A response from Molina about the lingering outdated claims for dental has been received. They are working to correct this problem, I am emailing weekly for a response to ensure they are processed.

Covid-19: The center continues to assist KPH in weekly testing, testing also continues on-site for sick patients, to date the center has performed over 2000 tests YTD. There continue to be a push from the Ohio Association to have the Ohio National Guard assist with large clinic events for testing. Based on

the public response from the last clinic held, the center will not be holding any large clinic until public demand increases. The center is anticipating a large Flu and Covid vaccine time later in the year 2020 or the start of the year 2021. The center has also been assisting MVNU with Covid testing and support during their outbreak.

Co-Applicant Board Compliance: We will show the board the comparative UDS data from 2019 to 2017 during this board meeting, the reports will show the number of visits, the age and demographics of the center's patients and other related cost and operational data. This will be a shared screen review and we will send out copies of the reports for your review.

We are able to perform a fee schedule analysis as I discussed at the last board meeting with the same company who compiles our cost reporting, the cost for the analysis is approximately half of the proposed cost with the original firm, BKD. With this newly developed fee schedule the center will have an objective fee schedule formulated around the types of services provided and additionally the reimbursement rates from insurance products seen in the center.

Board Governance: The Center's HRSA Project Officer; Maryam Ali, sent official notice the On-Site Visit will be one of the first two weeks in December 2020, the staff and I have decided to request the week of December 7th as our first choice. There is a 2-week period directly after the visit that allows the center to work and submit items that may need to be updated or corrected. This new process that has been adopted since our last OSV has greatly helped center's with compliance helps in avoiding grant conditions that may impact funding. That said, the staff and I would like to finalize our documents prior to the Christmas week. If we are selected for an OSV the second week of the month then we would be working to correct out of compliance items during the Christmas week. The OSV is virtual this year and I will be bringing additional information to you during the meeting so Save the Date!

CEO Update:

Lori Jones-Perkins has agreed to join our board as a consumer member. Lori is known from her time spent with Head Start and most recently as executive director of New Directions. Lori is finalizing her board documents and if all goes as planned we will have the opportunity to vote on her becoming our newest board member during this month's meeting. Lori lives in Centerburg and has been a patient of the center for over a year. She has been aware of the center's growth and mission in the county. After meeting with her I can advocate for her becoming a new board member. She has a good understanding of the center of why it was brought to the community and how it can continue to be a part of improving the overall health of Knox County residents.

I am also talking to another potential consumer member as we need one more to replace inactive members.

Lastly, and with great regret I need to inform the Board that Ashley Phillips has resigned her position as my administrative assistance effective September 18th. The Board of Health accepted her resignation last month in their regular meeting. Ashley came to me as a transfer from another division. At the time I had been exposed to her through general works and collaborations in the health department, I saw her as a very articulate employee with a great communication skillset. Ashley has evolved and thrived functioning as my executive assistant over the past year and a half. For the first time, my time has been freed to focus on operational need and growth for the center. Ashley has coordinated all center compliance documents for the on-site visit not only through compellation of the documents but more importantly through her ability to understand the compliance nature of why these documents are needed,

she has become a super user for our electronic medical record, the back-up for the front office, she has assisted my other supervisors on multiple projects and coordinated with great success the Co-applicant Board meeting and many other events and meetings for the center. The Health Center and Health Department are losing a great asset with her departure, she is leaving us to help run her family's business in Danville, while this was in her plan she did not believe it would happen so soon. Our loss is their gain, Ashley may be interested in becoming a board member at a later date, hopefully we see her at some point in the future.

From the Center Staff and Myself, Thanks to Ashley for the dedication and going above and beyond with everything you do in helping to make our center a better place each day!

Thank you, Board Members, for the support and service you bring to this board as well.

3.3. Health Commissioner

HEALTH COMMISSIONER REPORT – Julie Miller, R.N., M.S.N

Julie stated that she will be working with Lane to help him build a team, make recommendations for the center and the Community Health Center Board. Her goal is to help with growth in the Health Center.

She is still looking for a board member to fill Ron Moder's empty seat. She has had a recommendation from Jeff Harmer, the individual has background as a first responder. A Gambier resident has submitted a letter of intent to become a board member. Both individuals have been sent the board manual and are currently still interested. Julie is working with Matt Starr to fill the position that Lee Rhoades would like to vacate. The board meetings for November and December have been moved to 3rd Wednesday of the month.

4. New Business

4.1.Finance

4.1.1. Income and Expense

Lee Rhoades made a motion to approve the income and expense report. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT							
RECEIPT & EXPENDITURE SUMMARY REPORT							
AUGUST 31, 2020							
FUND NAME	JAN. 1, 2020 BALANCE	AUGUST REVENUE	YEAR-TO-DATE REVENUE	AUGUST EXPEND.	YEAR-TO-DATE EXPEND.	AUGUST 31, 2020 BALANCE	
District Health Fund							
801 - District Health Fund*	1,429,804.70	610,749.05	2,100,088.56	144,818.16	1,401,431.29	2,128,461.97	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	2,147.43	0.00	8,322.00	513.22	7,625.10	2,844.33	
806 - Food Service Fund	17,400.58	873.00	173,124.75	9,514.08	141,268.53	49,256.80	
807 - Private Water Fund	1,248.29	7,153.00	51,541.89	5,883.99	45,222.17	7,568.01	
809 - Sewage Program Fund	6,580.70	11,056.00	76,446.00	8,801.59	66,954.91	16,071.79	
810 - RV Park/Camp Fund	18.98	0.00	12,351.50	453.41	6,076.03	6,294.45	
Subtotal	27,395.98	19,082.00	321,786.14	25,166.29	267,146.74	82,035.38	
Special Revenue Funds							
819 - Solid Waste Fund	300.04	0.00	34,858.27	1,298.39	21,696.97	13,461.34	
Subtotal	300.04	0.00	34,858.27	1,298.39	21,696.97	13,461.34	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	21,387.79	30,596.17	229,866.25	21,962.31	208,056.96	43,197.08	
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	19,506.39	9,445.98	73,695.56	10,642.94	67,166.13	26,035.82	
812 - PHEP Grant Fund FY July 1 - June 30	7,876.33	8,301.90	68,712.32	4,693.71	55,362.20	21,226.45	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	59,943.78	50.00	17,400.00	2,329.76	21,265.81	56,077.97	
814 - Community Health Center Grant FY April 1 - Mar 31	60,089.46	310,907.40	1,705,652.67	227,185.28	1,598,854.56	166,887.57	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	4,319.88	0.00	87,738.33	7,350.82	73,473.02	18,585.19	
Subtotal	173,123.63	359,301.45	2,183,065.13	274,164.82	2,024,178.68	332,010.08	
TOTAL ALL FUNDS	1,630,624.35	989,132.50	4,639,798.10	445,447.66	3,714,453.68	2,555,968.77	

*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC Grant, United Way Grants.

4.1.2. Transfers/Cash Advances – Resolution 2020-11

Amanda Rogers, DVM made a motion to approve Resolution 2020-11. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Lee Rhoades, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, Joe Porter: in the negative; none. The motion was approved.

RESOLUTION 2020-11

General Fund

1. Transfer \$20,000 from 801.1510.50302 to 801.1510.50301

Community Health Center Grant

1. Transfer \$13,000 from 814.1510.50401 to 814.1510.50501

4.1.3. Authorization of agency payroll signature, payroll transmittal, purchase orders & vouchers. – Resolution 2020-12.

Joe Porter made a motion to approve Resolution 2020-12. Amanda Rogers, DVM seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Lee Rhoades, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, Joe Porter: in the negative; none. The motion was approved.

4.2. Personnel

4.2.1. Accept April Brady’s resignation, effective September 25, 2020.

Barry George, MD made a motion to accept April Brady’s resignation, effective September 25, 2020. Joe Porter seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approval to hire Susan Musgrave, LPN, effective date October 13, 2020.

Joe Porter made a motion to approve to hire Susan Musgrave, LPN, effective October 13, 2020. Lee Rhoades seconded the motion; in the negative; none. The motion was approved.

4.3. Contracts

4.3.1. Approval of addendum with Amy Schuman, Dental Hygienist, to increase maximum by \$40,000 for a total of \$50,000/year, effective, September 23, 2020 through June 30, 2021.

Joe Porter made a motion to approve addendum with Amy Schuman, Dental Hygienist, to increase maximum by \$40,000 for a total of \$50,000/year, effective, September 23, 2020 through June 30, 2021, Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

Amanda Rogers, DMV asked for clarification on the increase. Joyce Frazee clarified that due to dental staff time off, Amy Schuman has been working more than expected. The increase in the maximum contract rate will cover the extra time worked.

4.4. Board Approvals

4.4.1 Authorization to become a member of the Ohio Cooperative Purchasing Program. – Resolution 2020-13.

Lee Rhoades made a motion to authorize to become a member of the Ohio Cooperative Purchasing Program. – Resolution 2020-13. Joe Porter seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Lee Rhoades, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, Joe Porter: in the negative: none. The motion was approved.

Zach Green explained with this program the agency will gain 50 extra megabytes starting in January 2021. The agency will save \$299/month on the monthly bills. Joe Porter stated that this was used at fire department and it was very helpful.

4.4.2. Accept HRSA Grant Award #H80CS30716-04-02 FY2020 Health Center Quality Improvement one-time supplemental grant funding totaling \$12,389 awarded August 25, 2020.

Diane Goodrich made a motion to accept HRSA Grant Award #H80CS30716-04-02 FY2020 Health Center Quality Improvement one-time supplemental grant funding totaling \$12,389 awarded August 25, 2020. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

Amanda Rogers, DVM asked if there were requirements that came with the grant and what it can be used for. Lane said this is supplemental funding, it has no requirements on how it is used.

4.5. Board Information/Discussion (Non-action items)

Health Commissioner and/or CHC CEO approved/signed the following:

- Approval of Contract with Laura MacDonald, CPA, Inc. to provide an independent audit of the 2019 cost report to request an APM (Alternative Payment Method) from the Ohio Department of

Medicaid for the Federally Qualified Health Center @ rate of \$90.00/ hr, not to exceed \$3000.00/ yr., effective August 31, 2020 through August 31, 2021.

- Approval of agreement with Charles E Harris & Associates, Inc. to prepare financial statements and related notes to the financial statements in accordance with the Auditor of State, services will not exceed \$650.00 for the year ended December 31, 2020.
- Renewed contract with One Call Now (ONSOLVE) for telephone message delivery services for WIC clients, effective 10/1/2020 through 9/30/2021, with a maximum fee of \$724.50, paid with WIC grant funds.
- Renewed contract with Genua Consulting at \$200/hour with \$5,000 annual max effective October 26, 2020 through October 25, 2021.
- Renewed contract with Behavioral Healthcare Partners of Ohio for behavioral health and counseling services at the Knox County Community Health Center for an annual maximum of \$30,000 effective October 1, 2020 through September 30, 2021.
- Renewed contract with Spectrum for PRI (Phone) service for an annual maximum of \$4,140.00 effective September 18, 2020 through September 17, 2023.

5. Executive Session

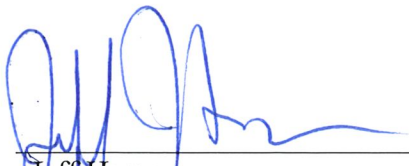
At 6:53 p.m. Lee Rhoades made a motion to enter into executive session for property acquisition. Joe Porter seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Lee Rhoades, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, Joe Porter: in the negative; none. The motion was approved.

At 7:47 p.m. Lee Rhoades made a motion to return to regular session, Diane Goodrich seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Lee Rhoades, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, Joe Porter: in the negative; none. The motion was approved.

6. Adjournment

Being no further business, Lee Rhoades made a motion to adjourn the meeting. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:48 p.m



Jeff Harmer
Board President Pro-Tem



Julie Miller, R.N., M.S.N.
Health Commissioner